APPLICATION FOR

RENEWAL OF CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490
Telephone: (602) 542-4367

GENERAL INSTRUCTIONS AND INFORMATION

Use this form to renew the following certificates: Standard Teaching, Specialized Secondary-STEM, Administrative, Guidance Counselor, School Psychologist, Athletic Coaching, Standard Adult Education or Native American Language.

RENEWAL TIME FRAME: A six-year certificate may be renewed six months prior to its expiration date and up to one year after it expires. If your certificate has expired for more than one year you must reapply for certification under the requirements in effect at the time of re-application.

CERTIFICATE ALIGNMENT: Applicants who hold multiple valid, renewable certificates may renew all certificates at one time in order to align the expiration date of each certificate. Certificates being aligned shall be renewed at the same time as the certificate that will expire first. Certificates aligned pursuant to this section may be valid for less than six years.

SUBMIT THE FOLLOWING

- ☐ Completed Application for Renewal.
 - o Answer EVERY Criminal Question, sign and date the application.
 - o If you answer "Yes" to any Criminal History questions, you must submit a completed Explanation of Incident form.
- □ A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint clearance card (plastic). You may order an IVP packet by calling AZDPS at (602) 223-2279.
- □ A check or money order for the appropriate fee. Credit Card payments (Visa or MasterCard) are accepted **in person** at the Phoenix Certification Office. Fees are not refundable.
 - Submit \$20 for EACH certificate being renewed.
 - Submit an additional \$60 if you are applying for a full SEI Endorsement. No additional fee is required if you already hold a full SEI endorsement.
- □ Verification of the required clock hours or semester hours of professional development completed during the last valid period of the certificate(s) to be renewed.
 - o **DISTRICT VERIFICATION**: Section 5 on page 3 of the application must be completed and signed by a superintendent or HR Director.
 - APPLICANT VERIFICATION: Submit official transcripts if using college coursework toward renewal. Please see section 3 for details on other documentation that may be used to verify professional development hours.

STRUCTURED ENGLISH IMMERSION (SEI) ENDORSEMENT REQUIREMENT

Applicants renewing a **Standard Teaching, Specialized STEM, or Administrative** certificate must either currently hold, or qualify for and apply to add, a full SEI, full English as a Second Language (ESL), or full Bilingual Endorsement. The Guidance Counselor, School Psychologist, Standard Adult Education, Athletic Coaching, and Native American Language certificates do **NOT** require the SEI endorsement. Note: Effective June 22, 2015 applicants who completed 45 clock hours or 3 semester hours of SEI training to qualify for the Provisional SEI endorsement are not required to complete additional training for the full SEI endorsement. The requirements for the full SEI endorsement are:

• Forty five (45) clock hours or three (3) semester hours of state approved SEI endorsement training or comparable training from another state. Submit a copy of the SEI training certificate(s) or an official transcript showing completion of an approved SEI course.

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CERTIFICATION FEES: Submit \$20 for each certificate to be renewed or aligned. If applicable, submit an additional \$60 to add the SEI endorsement. Acceptable forms of payment are personal check, money order, or cashier's check made payable to "ADE" (Arizona Department of Education). Credit Card payments (Visa or MasterCard) are accepted **in person** at the Phoenix Certification office. Cash will not be accepted. Fees are not refundable.

SEI REQUIREMENT - Are you applying for the Full SEI Endorsement? If yes, please check the SEI endorsement below:											
Full SEI Endorsement\$60											
SE	CTION 1: PER	RSONAL IN	NFORMATION - Please use	blue or black ink							
S	ocial Security	Number:			Date of Birth:/_		_/ Gender:M / F		ler:M / F		
Full Legal Name:											
Mailing Address:			Last		First		Middle				
			Street Number or P.O. Box		City		State Zip				
					ail Address:						
			American Indian or Alas Asian or Pacific Islander		Black or African-American (Not-His Hispanic or Latino			c)	_White (Not-Hispanic) _Other		
ATTENTION: If "YES" is indicated for any of the following questions, you must attach an <i>Explanation of Incident</i> form to your application before it can be processed. You may download the form at: http://www.azed.gov/educator-certification/downloadable-certification-forms/ SECTION 2: CRIMINAL HISTORY - Answer EVERY question, sign and date. Attach Explanation of Incident, if required.											
1. >	YES_ NO_		ever had any professional certificor suspended?	cate or license,	2. ≻	YES_ NO_			nand or other disciplinary all certification or license?		
3.≯	YES NO		ever been convicted of any felon	y offense?	4. ≻	YES_ NO_	Have you ever been a you were fingerprin	rrested for	r any offense for which		
5. ≻	(Answer every question.)		ve you ever been arrested for any of the <u>following</u> offenses 5. > this state or similar offenses in another jurisdiction?			(Answer every question.)	, , ,				
>	YES_ NO_		gree murder			YES_ NO_	Continuous sexual ab	use of a cl	hild		
>	YES NO		d assault resulting in serious phy g the discharge, use or threatenin			YES_ NO_ YES_ NO_	Attempted first-degre Any other dangerous	e murder crime aga	inst children as defined		
			eapon or dangerous instrument a teen years of age	gainst a minor	>	YES NO	in section A.R.S. § Any of the above liste				
>	YES_ NO_	Sexual assa	ault				reparatory offense a	s describe	d in A.R.S. 13-1001		
^	YES NO YES NO	YES NO Molestation of a child YES NO Sexual conduct with a minor			YES_ NO_ Any offense causing your YES_ NO_ First-degree murder			you to reg	ister as a sex offender		
\	YES_ NO_		al sexual exploitation of a minor			YES_ NO_	Armed Robbery				
>	YES NO		ploitation of a minor		×	YES_ NO_	Incest		4 00		
A	YES NO YES NO	Child abus Kidnapping			A	YES NO YES NO	Exploitation of minor Sexual abuse of a vul				
Á	YES_ NO_		ise of a minor		×	YES_ NO_	Sexual exploitation o				
>	YES_ NO_		hild for the purpose of prostitution	on as prescribed in	×	YES_ NO_			n of a vulnerable adult		
A	YES NO		A.R.S. § 13-3206 titution as prescribed in section A	NDC 8 12 2212	A	YES_ NO_ YES NO	Abuse of a vulnerable Molestation of a vuln		ılt		
>	YES_ NO_		or using minors in drug offenses	AKS § 13-3212	×	YES_ NO_	Neglect of a vulnerab		Щ		
	guilty of a misde of my knowledge	emeanor offer e, true and c tion, suspens	ant to ARS § 15-534, any person ense. I swear or affirm that the fo- correct. Furthermore, should any sion, or other disciplinary action	regoing information of part or all of the in-	comp form	oleted by me, or ation herein pro	submitted by me for ce vided prove to be false Arizona Department of	rtification , I recogn	purposes is, to the best nize that it shall be just		

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SECTION 3: PROFESSIONAL DEVELOPMENT

Standard Teaching, Specialized Secondary-STEM Teaching, Administrative, Guidance Counselor, and School Psychologist certificates may be renewed upon completion of 180 clock hours of professional development activities, or 12 semester hours of appropriate coursework posted on official transcripts, or a combination of the two completed after the most recent issuance or renewal of the certificate, except that professional development completed during the valid term of the certificate that expires first meets the requirements of certificates being aligned.

Standard Adult Education, Athletic Coaching, and Native American Language certificates may be renewed with completion of 60 clock hours of professional development activities; or 4 semester hours of appropriate coursework posted on official transcripts; or a combination of the two completed after the most recent issuance or renewal of the certificate. The Athletic Coaching certificate renewal also requires a valid certification in First Aid and CPR.

Professional Development Activities: Professional development must relate to Arizona academic or professional educator standards or apply toward the attainment of an additional Arizona certificate, endorsement or approved area, and may include training regarding suicide awareness and prevention; child abuse and the sexual abuse of children, including warning signs that a child may be a victim of child abuse or sexual abuses; screening, intervention, accommodation, use of technology and advocacy for students with reading impairments, including dyslexia; or other training programs explicitly permitted by state law. Professional development shall consist of any of the following activities:

Professional Development Activities:	Documentation Required:				
Academic courses related to education or a subject area taught in	Official transcripts from an accredited institution. Each semester hour of courses is				
Arizona public schools.	equivalent to 15 hours of professional development.				
District or school-sponsored in-service training specifically designed	Written verification from the sponsoring district or school stating the dates of				
for professional development.	participation and number of clock hours earned.				
Professional conferences and workshops related to the profession of	Conference agenda and a statement or certificate from the sponsoring organization				
teaching or the field of public education.	noting clock hours earned in training sessions. Limited to 30 clock hours per year.				
Business internship. Internship shall be based on an agreement between	Written verification by the sponsoring business and district or school stating the				
a business and a district or school with the stated objective of aligning	dates of participation and number of clock hours earned. Limited to 80 clock hours.				
teaching curriculum with workplace skills.					
Educational research. Research shall be sponsored by a research facility	The published report of the research or verification by the sponsoring agency and a				
or an accredited institution or funded by a grant.	statement of the dates of participation and the number of clock hours earned.				
Serving in a leadership role of a professional organization related to the	Written verification by the governing body of the professional organization of the				
profession of teaching or the field of public education.	dates of service and clock hours earned. Limited to 30 clock hours per year.				
Serving on a visitation team for a school accreditation agency.	Written verification from the accreditation agency of the dates of service and clock				
	hours earned. Limited to 60 hours per year.				
Completion of the process for certification by the National Board of	Written verification from the National Board of Professional Teaching Standards				
Professional Teaching Standards.	and a statement from the employing district or school verifying the dates and clock				
	hours earned during the certification process.				

SECTION 4: INDICATE ALL CERTIFICATES YOU WOULD LIKE TO RENEW AND/OR ALIGN BELOW:

SECTION 5: VERIFICATION OF PROFESSIONAL DEVELOPMENT									
FOR DISTRICT USE ONLY:									
I verify that	has completed	clock hours of professional development activities during the last valid							
Verified by: (Superintendent or HR Director)	s Signature) (Print Name)	School District or Charter Holder							